



HUMAN RESOURCES OFFICE OKINAWA SATELLITE OFFICE

MERIT PROMOTION PROGRAM / VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: NV-OKI-06-024

TITLE/SERIES/GRADE: Physical & Occupational Therapy Support Asst., GS-0303-06

SALARY: \$28,085 to \$36,509 per annum

OPEN DATE: 05-12-06

CLOSING DATE: 05-19-06

LOCATION: Directorate of Surgical Services, Physical and Occupational Therapy Department,
U.S. Naval Hospital, Okinawa, Japan

RPA NUMBER (HRO use only): G129940

NOTE: All required forms and documents must be submitted with your application on or before the closing date of the announcement. Failure to do so may result in an ineligible rating or may adversely affect the overall rating.

NOTE: All requirements including but not limited to experience, time-in-grade, and education must be met by the closing date of the announcement.

AREA OF CONSIDERATION: OKINAWA-WIDE

Current permanent federal employees; military spouse/family member eligibles and other US citizens for which there is an appointment authority that reside in the Okinawa area.

NOTES:

1. This position does not incur overseas allowances. Payment of travel and transportation expenses is not authorized. However, anyone on a transportation agreement with LQA entitlements will be granted continuance.
2. This position is one which this activity normally recruits for locally; therefore, Living Quarters Allowance (LQA), Transportation Agreement or any other benefits normally paid to a "Stateside" hire will NOT be granted.
3. Military Spouse Preference eligibles will lose their preference upon acceptance or declination of a job offer to this position.
4. Requires satisfactory completion of background checks prior to employment.
5. Those eligible for only an Overseas Limited Appointment (OSL) may be appointed for a period of not to exceed 5 years.
6. Satisfactory completion of physical exam is required prior to employment.

SUMMARY OF DUTIES: Prepares statistical analysis and reports extracted from Access, Microsoft Excel, and CHCS database, historical data and information derived from various other means. Provides Department Head and USNH Leadership with monthly, quarterly, and yearly reports that reflect provider/patient caseloads, volume indicators, and overall department productivity. Provides detailed information and interprets Physical/Occupational Therapy Department policies and procedures regarding services. Routinely provides information to patients concerning treatment protocol. Trains and supervises administrative Contractor, all administrative staff, volunteers, summer hires, and Career Work

Experience (CWE) students who are assigned administrative duties within the department. Continuously monitors the department workflow, and makes day-to-day/week-to-week adjustment in accordance with established priorities. Assembles and organizes all PT/OT patient records, files, and documentation according to USNH, BUMED, and higher authority guidelines and regulations.

METHOD OF EVALUATION: Qualified candidates will be evaluated based on the following knowledge, skills, and abilities:

- 1) Ability to manage CHCS and Microsoft Office applications
- 2) Ability to organize and efficiently manage the administrative requirements of the clinic.
- 3) Ability to competently interface with external and internal customers and diffuse difficult situations.

TIME IN GRADE RESTRICTION: Applicants subject to time-in-grade restrictions must meet OPMs TIG requirements (Ref: Title 5 CFR 300.601).

QUALIFICATION REQUIREMENTS:

GS-6: 1 year of specialized experience equivalent to GS-5 level.

SPECIALIZED EXPERIENCE: Experience which equipped the applicant with the particular knowledge, skills, and abilities (KSAs) to perform successfully the duties of the position and that is in or directly related to the position to be filled. To be creditable, specialized experience must be equivalent to at least the GS-05 grade level in the Federal service.

Minimum requirements are available for review in the Office of Personnel Management Qualification Standards Handbook at <http://www.opm.gov/qualifications>.

OTHER REQUIREMENTS:

- 1 Failure to provide all or the required information may result in an ineligible rating or may affect the overall rating.
- 3 Locality pay does not apply in the overseas area. Locality rates of pay in CONUS will not be used for pay setting when transferring to the overseas area.
- 5) Pay retention will be afforded to applicants recruited outside Okinawa who accepted a downgrade when there is no step in the lower grade that equals or exceeds their current basic rate of pay.
- 6) Male applicants born after December 31, 1959 are required to complete a Pre-Employment Certification Statement for Selective Service registration prior to appointment. Failure to comply may be grounds for withdrawal of an offer of employment, or dismissal after appointment.
- 7) To meet qualification requirements when education is required or being substituted for experience when applicable, the following applies: At the time the education was obtained, the entire institution, applicable school within the institution, or the applicable curriculum was appropriately accredited by the U.S. Department of Education. Education completed outside the U.S. must have been submitted to a private organization that specializes in interpretation of foreign educational credentials and such education has been deemed at least equivalent to that gained in conventional U.S. education programs.

HOW TO APPLY: Submit the following:

- 1) There is no specific format required. You may submit a resume, [OF 612](#), or SF-171. However, if you submit a resume, it must contain all of the information required on the OF 612. All applications must have an original signature
- 2) Most recent Performance Rating if current federal employee.

3) Separately list each KSA (Knowledge, Skill and Ability) in the order shown in this announcement and give examples of how and where you have demonstrated each.

4) Current SF-50 (or current NAFI/AAFES personnel action) showing type of appointment (applies to all current and former employees of the Federal government). Applicants who have repromotion eligibility must submit proof (SF-50) when applying.

5) NAFI/AAFES employees must submit proof that they are a current employee and have completed one year of continuous service; or documentation that they have been involuntarily separated from such appointment without personal cause within the preceding year and have completed one year of continuous service.

6) Veteran preference and non-preference veterans must submit member 4 copy of DD Form 214 (military discharge), which reflects the character of the discharge. Veterans claiming 10 point preference must submit an SF-15 and an official statement, dated within the last 12 months, from the Department of Veterans Affairs or from a branch of the Armed Forces, verifying to the veteran's present disability.

7) [Supplemental Questionnaire](#) must be attached to application.

8) All applicants must attach a copy of sponsor's travel orders to verify eligibility for preference. If current tour has been extended, a copy of tour extension must be attached.

9) Your current passport with SOFA stamp.

10) Race and National Origin Identification, [SF-181](#) (Optional).

11) Declaration of Federal Employment, [OF-306](#).

12) Self-Identification of Handicap, [SF-256](#) (Optional).

13) Application must be received on or before the closing date of the Vacancy Announcement.

14) Faxed applications and applications mailed in an official government envelope will not be considered.

[Military spouses within 30 days of PCSing to Okinawa may fax or mail their applications.](#) Incomplete applications may result in an ineligible rating or adversely affect your rating/ranking.

15) Inquiries concerning status of application may be made within two weeks after closing date.

WHERE TO APPLY: Human Resources Office, Bldg. 3597, Okinawa Satellite Office, Kadena Air Base

There will be no discrimination in identification, qualification, evaluation, or selection of candidates because of political, religious, or labor organization affiliation or nonaffiliation, marital status, race, color, sex, sexual orientation, national origin, nondisqualifying physical handicap or age.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

If you have questions regarding this agency's reasonable accommodation policy contact Mr. Randy Manese, Chief, Employee Relations and Services Division, HRO Yokosuka at DSN: 243-8187 or (local) 046-816-8187, extension 243-8187.

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